



**KENTUCKY BOARD OF  
EMERGENCY MEDICAL SERVICES**

COMMONWEALTH OF KENTUCKY  
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Honorable Anthony D. Stratton  
Board Chair

Brian K. Bishop  
Executive Director

January 6, 2004

To: All EMS Instructors and Educational Institutions  
From: Brian K. Bishop  
RE: New Testing procedure for students

As of November 19, 2003 new regulations went into effect for all operations of EMS in the Commonwealth. The new regulation that covers educational institutions and courses provided to students is 202 KAR 7:601. You will find a copy of this regulation at [www.lrc.state.ky.us](http://www.lrc.state.ky.us) under legislative resources, then under Kentucky Administrative Regulations (KAR) then search by title under title 202 then Chapter 7 until you find 601. There are several changes you will want to take notice of as you read this regulation. One of the most important changes for your students is the manner in which testing will be accomplished at the end of your course. Section 6 of the new regulation provides the information that must be sent to the Board for each class.

Section 6. Reporting Requirements for EMS-TEI. (1) Approved EMS-TEIs shall submit an "EMS Course Notification Report" for all courses that lead to licensure or certification by the board to the KBEMS office within ten (10) working days of the commencement of each course, which report shall contain:

- (a) The type of course to be offered;
- (b) The location for the course;
- (c) The tentative starting and ending dates of each course;
- (d) A nine (9)-digit number and alpha indicator for each EMS course conducted, which shall be assigned in the following manner:
  - 1. The first three (3) digits shall correspond to the EMS-TEI approval number assigned by the board;
  - 2. The fourth and fifth digits shall correspond to the fiscal, (July 1 - June 30) academic year. For example, if a course is taught between July 1, 2000 through June 30, 2001, the academic year number assigned shall be zero one (01);
  - 3. The sixth and seventh digits shall correspond to the sequential number of courses begun between July 1 and June 30 of each year; and
  - 4. An alpha designator that shall follow the seventh digit shall be:
    - a. FR for first responder courses;
    - b. B for EMT-Basic courses;
    - c. P for paramedic courses;
    - d. EI for EMS Instructor courses;
    - e. CE for continuing education offerings; or



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f. Z for other educational offering;

(e) The maximum number of students to be accepted into the program; and

(f) Contact information for:

1. The chief administrative officer of the EMS-TEI;

2. The medical director, if required, for the training and education program; and

3. The lead program coordinator for the training and education program.

(2) Approved EMS-TEIs shall:

(a) Within two (2) weeks following an EMS course completion date, submit to the board a Student Testing Eligibility Form; and

(b) Submit to the board by no later than July 31, of each year an "EMS-TEI Annual Summary Report". If courses were not taught during the last reporting period an EMS-TEI shall file an annual report with the board stating that no courses were taught during the reporting period.

Please pay particular attention to (2) (a) of this section that provides that within two weeks of the completion of the course you must submit to the board a Student Testing Eligibility Form (attached). This form notifies the board that the student has completed all requirements for certification and is eligible for the written examination.

Once a student has completed all the requirements of your class and is ready to set of the National Registry test there are two options open at this time. One you may schedule with our office a testing site at your location provided you have more than ten (10) students or you may use one of the Regionalized testing sites provided by the Board. After **June 30** we will only authorize students to take the National Registry exam at one of our sites or out of state at another National Registry site. The Board testing sites are as follows:

**Region 1 Pennyryle Firefighters/Area 2 State Fire Rescue Training Building**

January 6, 2004

May 11, 2004

September 14, 2004 to be held at conference

**Region 2 Somerset Pulaski County Fire and Rescue**

February 10, 2004

June 8, 2004

October 12, 2004

**Region 3 Cincinnati Northern KY International Airport**

March 9, 2004

July 13, 2004

**Region 4 Laurel County Volunteer Fire Bingo Hall**

April 13, 2004

August 10, 2004

Please see our website for additional information on scheduling your students for the written exam.

Another change with the new regulations is the fees associated with testing. There is a fifty-dollar (\$50) fee for testing. Certified Checks or money orders to be made out to the Kentucky State Treasure. This fee is in addition to any other fees charged by the National Registry or any other organization. Your students will receive a brochure when they register for an exam.

How does all of this work together to benefit the student? Here is a timeline that we are suggesting be used to insure that the student is able to be certified or licensed as quickly as possible once their education is complete.

1. Your Class Starts (inform your students that if they have a felony conviction in their criminal background they will **NOT** be eligible for certification or licensure.
2. Within 10 days you are to submit the “EMS Course Notification Report”, an initial class roster, and completed Initial applications for the appropriate level, along with a ten **(\$10.00)** application fee. This will allow our office to begin set up a file on the student and order their initial background check and make us aware of potential testing students as classes across the Commonwealth end.
3. Once the didactic portion of your course ends students and students have completed their clinical and field internship hours you should schedule a practical skills exam on your own.
4. Once your students have completed **all** required hours for certification or licensure you should submit a Final course summary report, with money orders for appropriate certification / licensure fees (First Responder = **\$15.00**, EMT = **\$25.00**, Paramedic **\$40.00**), the practical exam results, and a and a complete “Student Testing Eligibility Form” for each student that is eligible to set for the written exam. With the “student Testing Eligibility Form”, the student should submit the fifty **(\$50.00)** testing fee in a separate money order.
5. Once the student is approved to set for the National Registry exam you and the student can be assured that the only hold up on getting that student initially certified or licensed will be getting results from the National Registry. We are hopeful that this process will eliminate issues we have had in the past with students waiting on state cards because we did not have applications and so forth.

Enclosed you will find a copy of each form that you or the student are required to send to the office. Should you need new masters please feel free to get them from our website at [www.kbems.org](http://www.kbems.org). Additionally, if you would like KBEMS to post upcoming classes offered by your educational institution please send an e-mail to Jon Muncy at [Jon.Muncy@ky.gov](mailto:Jon.Muncy@ky.gov) at least thirty days prior to the beginning of your class with the start date and any contact information you wish to have published and we will get it on our website.

Should you have any questions or comments please feel free to contact Jon Muncy or me at 502-564-8963.

Sincerely,

Brian K. Bishop  
Executive Director  
KBEMS